

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #14-136-1**

**OPENING DATE:** 17 Dec 14    **CLOSING DATE:** 10 Jan 15    **AGENCY:** 0701    **PIN:** 039

**POSITION:** PUBLIC AFFAIRS SPECIALIST II

**STARTING SALARY:** \$39,457.66

**LOCATION OF POSITION:** MS Military Department, Public Affairs Office, 1410 Riverside Drive,  
Jackson, MS

**TELEPHONE INQUIRIES:** Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027,  
Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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**SPECIAL CONDITION:** *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

**MINIMUM QUALIFICATIONS:**

1. High school graduate or GED and two (2) years experience in Art, Graphic Design, Commercial Art, Photography or related field.
2. Proficiency in the journalism, digital still/video acquisition and editing, media relations, product marketing, layout/design, and public information areas.
3. Must have a good working knowledge of still photography, matting and framing.

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Prepares layout design, as well as other special publishing to include event programs, invitations, brochures, annual reports and other printed materials as prescribed by the Adjutant General and staff.
2. Researches, develops, acquires still imagery, and writes quality news and feature articles for internal publication and external release.
3. Researches, develops, acquires video, and produces quality products for air play on Mississippi National Guard websites, social media platforms and for external release.
4. Maintains the Public Affairs public web page, insures all web-based material meets all Information Management and Department of Defense security requirements.
5. Provides timely public information, digital still image and video updates to Joint Force Headquarters-MS social media platforms and blogs.
6. Operates various computer programs to include Adobe or Apple still image and video applications, prescribed Microsoft Office software, and various other job-essential programs.
7. Escorts media representatives as required.
8. Assists the Director of Public Affairs in the development and execution of special military ceremonies and events.
9. Performs other duties as assigned.

**AREA OF CONSIDERATION:    OPEN COMPETITIVE**

### **SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

**RESUMES WILL NOT BE ACCEPTED.** Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 14.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership in the Mississippi Army/Air National Guard is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**

**\*MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**